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18 April 1962

MEMORANDUM FOR: SSA/DDS

SUBJECT : Automobile Transportation

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1. In accordance with your request the special committee which you appointed, consisting of [REDACTED] and myself, conducted a survey of the Clandestine Services requirements for vehicular transportation between Headquarters Buildings and various points in the metropolitan Washington Area.

2. The survey was directed especially at those requirements which cannot or should not be serviced by the Agency Shuttle buses. The survey included all components of the Clandestine Services except TSD, TFW, and DODS who are not now located in the Headquarters building. Moreover the latter two components are confronted with requirements which are still in the developmental stage.

3. The following is a summary of the estimated number of trips per month from Headquarters building to the destinations indicated:

| | |
|-----------------------------------------------------|------|
| a. Department of State | 576 |
| b. Pentagon | 269 |
| c. Other U. S. Government Agencies/Offices | 250 |
| d. Other points within Washington Metropolitan Area | 1109 |
| TOTAL | 2204 |

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4. The survey analyzed the presently available modes of transportation. We believe that each of these modes has the following inherent objections or disadvantages:

a. Agency Shuttle bus -

The present service affords eight trips per day to the Department of State, a key focal point of service, during the hours of greatest demand. We believe this service is not sufficiently frequent, the time interval between departures is too great, and the 39 minute cycle is awkward for planning of meetings in the Washington Area. Moreover, the buses are equipped with the bare essentials for comfort and do not attract key personnel to whom other modes of transportation are available.

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b. Taxicab -

The taxicab average cost of \$7.00 per round trip to the downtown Washington Area is too expensive on a per capita basis.

c. POV -

The use of a private car is less expensive, and quite satisfactory except for the limited parking space available at the Department of State and the Pentagon. If the spaces are occupied, time is lost looking for other spaces or finding a commercial parking lot in the area with space available. Also, a certain group of persons in the Clandestine Services, cannot be associated or identified with designated spaces for cover reasons. In addition the \$2.00 (plus parking) authorized for the POV trip is not now being claimed by all persons on all occasions, but as time goes on, it is expected that claims for all authorized trips will be filed regularly.

d. Motor Pool Staff Cars -

The Motor Pool Staff Cars are a satisfactory alternative, but are not sufficient in number to cover the volume of requirements. To increase them to the needed number would not be economically feasible.

5. The Department of State appears to be the most logical focal point for fast and frequent service to and from the Headquarters Building. It is the final destination for many key employees and is also a convenient transfer point within the 1st taxi zone of the Washington Area. The "other points" destinations in paragraph 3 include agent meetings, conferences with other U. S. Government agencies, foreign embassies, legations and liaison groups. The use of the Department of State as a point of transfer provides a desirable "cutout" or break in the chain of Agency affiliation. Service to this focal point would minimize many POV and pool staff car trips from Headquarters Building to final destinations within the Washington Area.

6. We considered various forms of service in addition to those presently available. One of these might be the charter of two modern comfortable commercial buses scheduled at half hour intervals and providing non-stop service directly to the Department of State. However, on the basis of cost data provided by the Office of Logistics, we concluded that this service would be too expensive and would provide more capacity than is actually needed. Helicopter service has advantages but is far too expensive per capita and not acceptable to all personnel.

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7. We concluded that a fast reliable comfortable and convenient mode of transportation could be provided by the use of an air-conditioned airport-limousine type of sterile vehicle carrying 10/12 passengers, operating two round trips per hour, from Headquarters directly to the Department of State, and driven by a security cleared chauffeur. Preliminary cost data provided by the Office of Logistics indicate that this service would be economically practical. It is estimated that each of these units could be operated for \$9/10,000 per year or approximately 75¢ per person per round trip. Therefore, we recommend that two of these vehicles be purchased and that this service be established as soon as possible.


Chief, WE Support Staff

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